



Maryland Port Administration

Continual Improvement
Adherence to Regulations
Reduction/Prevention of Pollution
Environmental Outreach
Supply Adequate Resources

Contractor Environmental Handbook

Maryland Port Administration's Environmental Policy

"MPA believes that protection of the environment and stewardship of natural resources are essential elements of its mission. MPA is committed to environmental compliance of all laws and regulations and other environmental commitments; continuous improvement in environmental performance; pollution prevention; and effective interaction with its employees, other government agencies, and the community."

1.0 Introduction

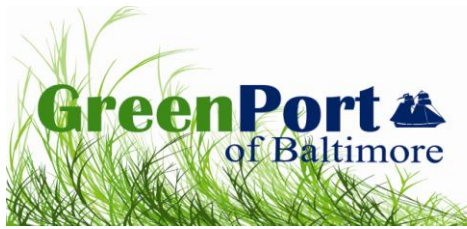
To ensure environmental compliance, MPA uses an Environmental Management System (EMS). The EMS will facilitate an on-going process to determine activities and conditions that impact the environment and how best to eliminate or reduce those impacts. This Contractor Environmental Handbook was developed as part of the EMS process. This manual describes some of the potential impacts that the MPA contractors have through their daily work activities and how best to reduce and eliminate these impacts.

2.0 Hazardous Waste

Hazardous waste is a solid waste that the US Environmental Protection Agency (EPA) has **defined** as a "**Listed Waste**" or a solid waste that is **Ignitable, Corrosive, Reactive or Toxic**. The following sections list common hazardous wastes that may be generated during your operations at MPA facilities; however, it should not be considered a complete list. If there are any questions regarding proper disposal practices for hazardous waste, please contact the MPA Office of Safety and Risk Management at (410) 633-1147.

2.1 Aerosol Can Fluids – The contractor is responsible for proper disposal of the aerosol cans and fluids. An aerosol can is a container in which gas under pressure is used to aerate and dispense liquid through a valve as a spray or foam. The aerosol shall be punctured; the fluids shall be drained, collected and treated as a hazardous waste. The aerosol can may be crushed and recycled or disposed of properly.

2.2 Capacitors – If the label on a capacitor indicates that the capacitor contains PCBs, the used capacitors must be treated and disposed as a hazardous waste.



Maryland Port Administration

Continual Improvement
Adherence to Regulations
Reduction/Prevention of Pollution
Environmental Outreach
Supply Adequate Resources

2.3 Lead Acid Batteries (LAB) – Battery acid is a hazardous chemical. LABs must be stored inside in an upright position and away from flammable liquids, ignition sources and drains. Secondary containment is preferable. Batteries should not be stacked and should be spaced to avoid falling and cracking. A spill kit with a neutralizing agent should be readily available. **Batteries can never be stored outdoors.**

2.4 Lead and Oil-based Paints – These type paints must be treated as a hazardous waste and disposed of properly. The best management option is to use up contents whenever possible. Completely empty paint cans may be disposed of as a solid waste.

2.5 Hazardous Waste Drums – When storing hazardous wastes for disposal, the drums shall be labeled with the contents (i.e. Hazardous Waste - XYZ 123) and with the accumulation start date. The contractor is responsible for making sure the drums are in good condition with lids tightly closed when not adding materials, stored on secondary containment units, properly labeled and disposed of on time. Drums containing hazardous waste must be removed from the site as soon as possible, but no later than 90 days from the accumulation date.

2.7 Hazardous Waste Manifests – A manifest must accompany all hazardous waste shipments. Hazardous waste manifest must be coordinated with the MPA Office of Safety and Risk Management at (410) 633-1147.

2.8 Unknown Waste Drums – If a contractor has identified a drum containing an unknown waste, the drum shall be handled as a hazardous waste.

3.0 Universal Waste (UW)

EPA universal waste regulations address certain hazardous waste. EPA promulgated the universal waste regulations on May 11, 1995 to ease the management burden and promote the collection and recycling of these commonly generated wastes.

Universal waste generated at MPA facilities would include **batteries, lamps and bulbs, mercury containing equipment and PCB light ballasts**. UW must be sent to an approved facility within one year of accumulation. Each UW should be stored in its own labeled container (with lid). UW should not be commingled. The contractor shall not place any UW in solid waste containers or trash dumpsters. The contractor must dispose of UW properly.

3.1 Batteries (except lead acid batteries) – Batteries to be managed as **UW includes: nickel-cadmium, alkaline, 3.6-volt, 6-volt, 9-volt and gel.**



Maryland Port Administration

Continual Improvement
Adherence to Regulations
Reduction/Prevention of Pollution
Environmental Outreach
Supply Adequate Resources

3.2 Lambs and Bulbs – Lamps and bulbs to be managed as **UW includes: high-pressure sodium, mercury vapor, fluorescent, metal-halide and halogen bulbs or tubes.** It is recommended that used UW lamps are stored in the original sleeve or box.

3.3 Mercury Containing Equipment - Mercury Containing Equipment to be managed as a **UW includes thermostats and lamps.**

4.0 Non-Hazardous Waste

Non-hazardous waste may include **used oil, oil/fuel filters, recyclables, and used absorbent materials.** The contractor is solely responsible for handling, disposing of, or recycling non-hazardous waste properly.

4.1 Used Waste Oil – Used waste oil shall be **stored in above ground storage tanks (AST) or drums in good condition and labeled as “Used Oil.”** The ASTs or drums shall be free of visible leaks and must have a secondary containment mechanism. The contractor shall recycle their used waste oil. A spill kit must be readily available next to all drums and ASTs containing oil. All oil spills must be cleaned up immediately.

4.2 Fuel Filters – Fuel filters include **gasoline, diesel and used oil.**

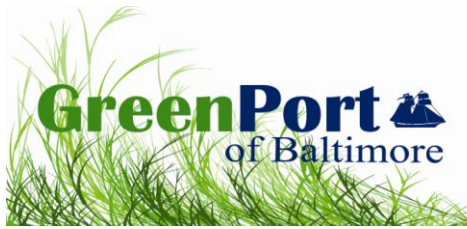
4.2.1 Gasoline Filters – Gasoline filters shall be collected after use and positioned to allow the collection of the used gasoline. The filter should be disposed in an appropriate container specifically for used gasoline filters.

4.2.2 Diesel and Oil Filters – Used diesel and oil filters shall be collected and positioned to allow for proper drainage. The oil and diesel mixture shall be put into a drum or tank with secondary containment and labeled – **Used Oil.** The drained filter can be crushed and discarded in a drum labeled **Oil filters.**

4.3 Used Anti-Freeze – Used anti-freeze shall be stored in labeled containers and tanks with secondary containment. The containers shall be maintained in good condition and all spills/leaks must be cleaned up immediately. Used anti-freeze is disposed of offsite in an appropriate manner and the contractor shall maintain receipts for all transfers offsite.

4.4 Recyclables – Scrap Tires, Scrap Metal, Wire Rope, and Wood Pallets

MPA considers scrap tires, scrap metal, wire rope and wood pallets as recyclable materials. Whenever possible, MPA contractors should recycle these materials in an appropriate manner. MPA requires that their contractors cover spools of used wire rope to ensure that the oil and grease on the wire is not exposed to stormwater and released into storm drains.



Maryland Port Administration

Continual Improvement
Adherence to Regulations
Reduction/Prevention of Pollution
Environmental Outreach
Supply Adequate Resources

4.5 Used Absorbent Materials – Absorbent materials used to clean up an oil spill shall be cleaned up immediately, placed in a plastic bag, sealed and disposed of as a solid waste in the dumpster. ***If the absorbent material is used to clean up a hazardous waste, the absorbent material is managed as a hazardous waste, per section 2.0 of this document.***

4.6 Non-Hazardous Waste Drums – Non-hazardous waste that is stored in drums includes **used oil, used hydraulic fluid, used anti-freeze and used parts washer fluid**. These drums must be stored inside or in a mechanism providing secondary containment and labeled with the drum's contents. Drums containing new product such as oil, anti-freeze, hydraulic fluid and grease ***should not*** be stored with used product.

4.7 Latex Paint – Latex paint is non-hazardous and shall **only** be disposed of if the **paint can is completely empty or if the paint has completely dried or solidified in the can**. The best management option is to use up the contents and eliminate the waste.

5.0 Oil Spill Prevention Controls and Countermeasures (SPCC)

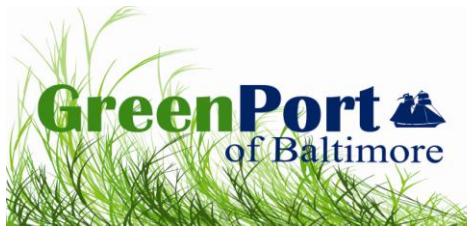
SPCC includes the methods to **Prevent spills before they happen**, the methods to contain or **Control a spill once it has occurred** and the **Countermeasures to reduce the impact of a spill**.

Note: A spill of one gallon of oil can contaminate a MILLION gallons of water!

The **Oil Pollution Prevention Rule** was put into law in 1974 by the authority of the Clean Water Act. Oil means any kind of oil in any form. This includes petroleum, fuel oil, oil mixed with wastes, fats, oils or greases of animal, fish or marine, vegetable oils and other oils including synthetic and mineral oils.

All MPA contactors conducting oil handling procedures on MPA property are required to have an oil response spill kit and be responsible for the 3Rs – React, Report and Respond.

- **React if you see an oil spill.**
- **Report the oil spill.**
- **Respond to the oil spill.**



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Continual Improvement
Adherence to Regulations
Reduction/Prevention of Pollution
Environmental Outreach
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5.1 How to Control an Oil Spill

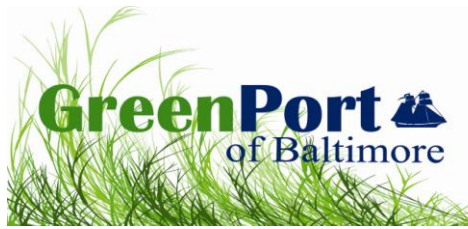
- **First, do not put yourself or anyone else in danger.**
- **Stop the flow.**
 - This may involve turning a drum upright, closing a valve, or plugging a hole.
- **Classify the spill.**
 - Determine appropriate clean-up measures.
- **Contain the spill.**
 - Prevent the spill from migrating, especially to a storm drain.
 - Use absorbent materials, booms, pillows from a spill response kit.
 - If the spill cannot be contained, block off nearby storm drains to prevent spills from entering them.
- **Notify MDTA Police at (410) 633-1092**
- **Notify Maryland Department of the Environment Emergency Spill Response Officials at (866) 633-4686.**
- **Document the incident.**

5.2 Spill Kits – MPA contractors are required to have spill kits readily available at their facilities/sites and must restock kits as needed.

6.0 Stormwater Pollution Prevention Plan (SWPPP)

MPA Contractors must be aware that every time it rains, pollutants from the surface discharges into storm drains. The contaminated stormwater goes directly into our creeks, rivers and bay. The pollution poses a risk to humans, wildlife and the environment.

- Storm drains or catch basins collect stormwater runoff during and following a rain event
- Water collected in the storm drains is not treated at a wastewater treatment plant and drains directly into local streams, rivers and eventually empties into the Chesapeake Bay.
- Any time pollutants such as used wash water, motor oil, fertilizers, pesticides, grit, debris and/or trash are dumped or washed into a storm drain they end up in our streams, rivers and the Chesapeake Bay. These pollutants degrade various forms of aquatic life, waterways used for recreation and sources of our drinking water.
- When a product is biodegradable, it does not mean that it is non-toxic to aquatic life or safe to enter our waterways. Therefore, even environmentally friendly products are banned from disposing into storm drains.
- Un-permitted discharge of any kind to a storm drain is called non-point source pollution. This **non-point source pollution is illegal** and it is the leading cause of water quality deterioration of the bodies of water throughout the United States.



Maryland Port Administration

Continual Improvement
Adherence to Regulations
Reduction/Prevention of Pollution
Environmental Outreach
Supply Adequate Resources

The contractor is responsible for maintaining a work environment that prevents discharges to the waters of Maryland. Recommended procedures include:

- Maintain work areas as neatly as possible.
- Ensure that all equipment is regularly inspected and functioning correctly.
- Clean oil spills immediately.
- Minimize storage of materials outside.
- Do not wash vehicle or equipment outside.
- Closely follow procedures as outlined in this handbook.

Contractor Acceptance

By accepting this contract, the contractor acknowledges receipt of the Contractor Environmental Handbook and agreement to adhere to the practices set forth in the Handbook. The Contractor also agrees to train its employees on the requirements within the handbook. These training records should be maintained on site and available to the MPA for review. This Handbook does not specifically identify all applicable environmental laws and regulations. The contractor is still required to adhere to all applicable local, state, and federal environmental laws and regulations, even if not specifically identified in this handbook.